



Client Enrichment Series

Welcome to today's presentation:

GSA's Lease Offer Platform

20 February 2020

The presentation will start at 2:00 pm Eastern

Note: Phones are automatically muted during the presentation. You have the ability to send questions to your fellow attendees and our presentation team via your Chat pane. Our team will answer as many of the questions as possible throughout and at the end of the presentation. All questions will be captured, and answers sent to all participants prior to the next presentation.



Our Presenters

GSA's Lease Offer Platform

20 February 2020

Hosted by:

James Fotopoulos
Regional Planning Manager
PBS Heartland Region, R6



James Fotopoulos

Presented by:

Sophie Holmes and Heather Weaver
Program Analysts
Center for Lease Applications and Analysis
PBS Office of Leasing



Sophie Holmes



Heather Weaver



Agenda



- Overview of GSA Leasing
- The Lease Offer Platform
 - The Requirement Specific Acquisition Platform
 - The Automated Advanced Acquisition Program



GSA Leasing

About the GSA Leasing Program

- GSA is the largest tenant in the U.S.
- 8,000+ leases nationwide
- ~192 million rentable square feet
- Over \$5.6B in annual rent
- AAA Credit Rating

About the GSA Leasing Program, con't

- Multiple lease procurement methods
 - Traditional
 - Traditional - broker
 - AAAP
- The Lease Offer Platform facilitates the collection of offers for **Traditional** and **AAAP** procurements



The Lease Offer Platform



LOP
Lease Offer Platform

AAAP
Automated Advanced Acquisition Platform

RSAP
Requirement Specific Acquisition Platform

GSA's Lease Offer Platform (LOP)



- Offerors respond to a specific space requirement
- Single award lease procurement tool
- Allows for negotiation and multiple iterations of offers
- Allows for any lease term



- Offerors respond to generic office space requirements
- Multiple award lease procurement tool
- Leverages competition and requires offerors to submit best and final proposals
- Only allows for lease terms of:
 - 10 years, 8 years firm;
 - 15 years, 13 years firm; and
 - 17 years, 15 years firm

The Requirement Specific Acquisition Platform (RSAP)

RSAP
Requirement Specific Acquisition Platform

GSA's Traditional Leasing Process



RSAP
Requirement Specific Acquisition Platform

What is the RSAP?

- An online tool that facilitates:
 - Data gathering
 - Form population
 - Present value analysis of offers
 - Iterative offer collection resulting from negotiations
- Currently used for “Global Lease” procurements
- Intention is to accommodate additional lease types in the future

Will RSAP Projects be Conducted Differently?

- No program changes
- The LCO on the project will determine how offers will be collected
- A procurement that collects offers via the RSAP will follow the same process that you are used to with an LCO or broker
- Client agencies do not interact with the platform

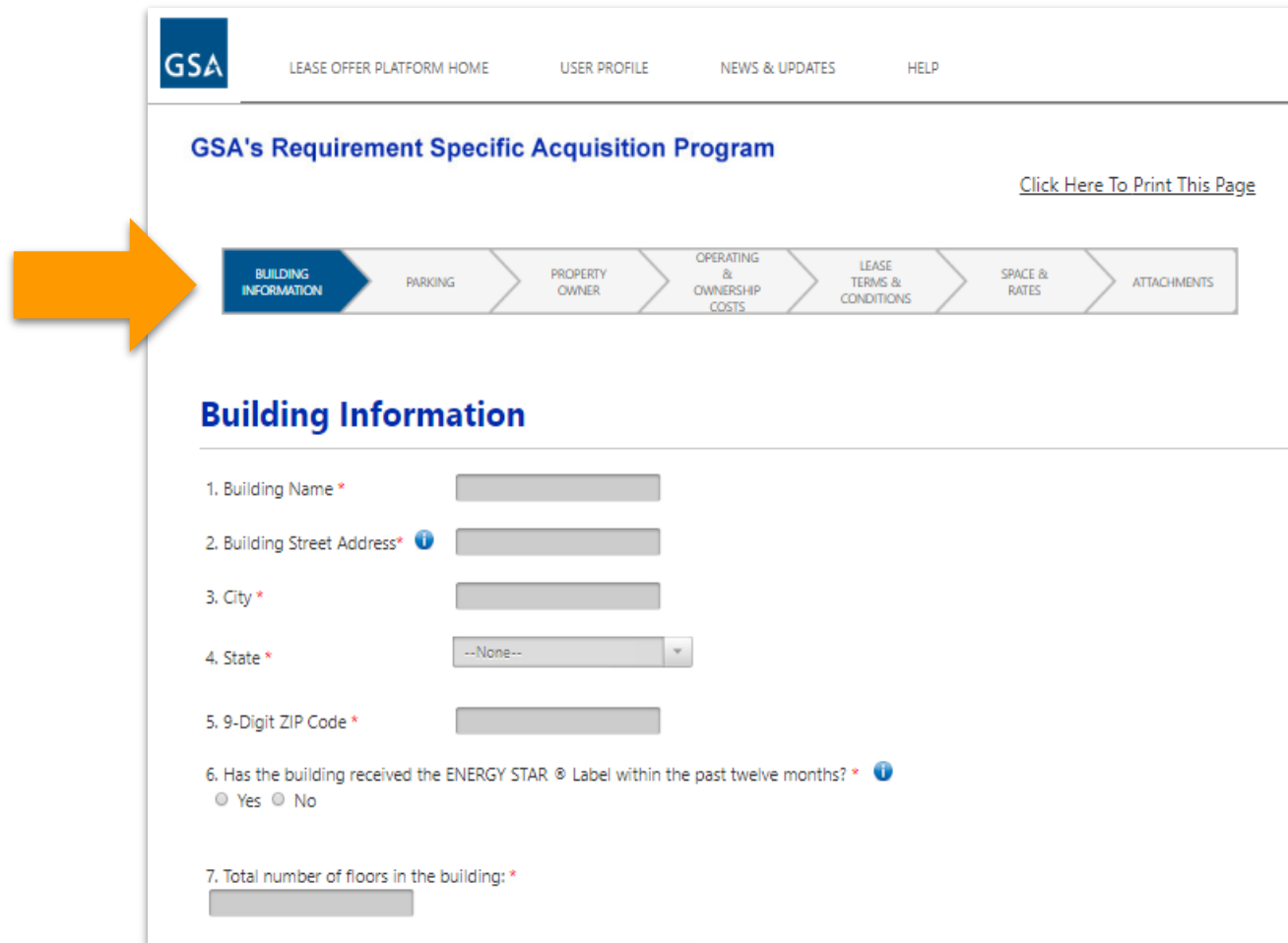
What Benefits Does the RSAP Provide?

RSAP is positioned to reduce the cycle time for lease acquisition. This is achieved by reducing the:

- Common errors in paper-based submissions
- Administrative burden associated with making and processing offers
- Operational costs (time & money) of utilizing paper-based submission methods

RSAP
Requirement Specific Acquisition Platform

The RSAP Workflow – Building Information



GSA LEASE OFFER PLATFORM HOME USER PROFILE NEWS & UPDATES HELP

GSA's Requirement Specific Acquisition Program

[Click Here To Print This Page](#)

BUILDING INFORMATION PARKING PROPERTY OWNER OPERATING & OWNERSHIP COSTS LEASE TERMS & CONDITIONS SPACE & RATES ATTACHMENTS

Building Information

1. Building Name *
2. Building Street Address* ⓘ
3. City *
4. State * --None-- ▾
5. 9-Digit ZIP Code *
6. Has the building received the ENERGY STAR ® Label within the past twelve months? * ⓘ
☐ Yes ☐ No
7. Total number of floors in the building: *

Auto-Generated Offer Forms

Operating Costs

The worksheet on this page generates a GSA Form 1217, Lessor's Annual Cost Statement, which becomes an offer document upon submission of your final offer proposal. The column on the left for 'Entire Building' represents the total annual amounts for the entire building. The column on the right for 'Govt Leased Areas' represents the total annual amounts for the portion of the building offered to the Government for Lease. The total square feet of space offered to the Government will be defined in the next few pages of the process.

Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration

	For Entire Building	For Govt Leased Areas
A. Cleaning, Janitor and/or Char Service		
1. Salaries	\$ 100,000.00	\$ 10,000.00
2. Supplies (wax, cleaners, cloths, etc.)	\$ 0.00	\$ 0.00
3. Contract Services (windows washing, waste and snow removal)	\$ 10,000.00	\$ 1,000.00
B. Heating		
4. Salaries	\$ 200,000.00	\$ 20,000.00
5. Fuel Gas	\$ 0.00	\$ 0.00



LESSOR'S ANNUAL COST STATEMENT <i>Important - Read attached "Instructions"</i>		OMB Control Number: 3090-0086 Expiration Date: 11/30/2019	
<small>Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget (OMB) control number. The OMB control number for this collection is 3090-0086. We estimate that it will take 2 hours to read the instructions, gather the facts, and answer the questions. Send only comments relating to our time estimate, including suggestions for reducing this burden, or any other aspects of this collection of information to: U.S. General Services Administration, Regulatory Secretariat Division (M1V1CB), 1800 F Street, NW, Washington, DC 20405.</small>			
1. Request for Lease Proposals (RLP) 9IN2256		2. Statement Date	
3. Rental Area (Square Feet)	3A. Entire Building 100000	3B. Leased by Government 12000	
4. Building Name and Address (Number, Street, City, State, and Zip Code) GSA Building 1800 F Street, NW Washington, District of Columbia 20405			
SECTION I - ESTIMATED ANNUAL COST OF SERVICES AND UTILITIES FURNISHED BY LESSOR AS PART OF RENTAL CONSIDERATION			
SERVICES AND UTILITIES	LESSOR'S ANNUAL COST FOR		FOR GOVERNMENT USE ONLY
	(a) Entire Building	(b) Government-Leased Area	
A. CLEANING, JANITOR AND/OR CHAR SERVICE			
5. Salaries	\$100,000.00	\$10,000.00	
6. Supplies (Wax, cleaners, cloths, etc.)	\$0.00	\$0.00	
7. Contract Services (Window washing, waste and snow removal)	\$10,000.00	\$1,000.00	
B. HEATING	\$200,000.00	\$20,000.00	
8. Salaries			
9. Fuel ("X" one) <input type="checkbox"/> Oil <input checked="" type="checkbox"/> Gas <input type="checkbox"/> Coal <input type="checkbox"/> Electric	\$0.00	\$0.00	
10. System Maintenance and Repair	\$0.00	\$0.00	
C. ELECTRICAL			
11. Current for Light and Power	\$25,000.00	\$2,500.00	
12. Replacement of Bulbs, Tires, Starters	\$0.00	\$0.00	
13. Proctor for Special Employment	\$0.00	\$0.00	

The RSAP Workflow – Offer Attachments

BUILDING INFORMATION

PARKING

PROPERTY OWNER

OPERATING & OWNERSHIP COSTS

LEASE TERMS & CONDITIONS

SPACE & RATES

ATTACHMENTS

Offer Attachments

Auto Generated Forms

ATTACHMENT #	ATTACHMENT NAME	DATE UPLOADED	VIEW FILE
1	1364 - Proposal to Lease Space	09/18/2019	
2	1217 - Lessor's Annual Cost Statement	09/18/2019	

Manual Attachment Uploads

Step 1: Select the attachment type: *

None

Step 2: Click the chose file to find the file: *

Choose File No file chosen

Step 3: Click attach:

Attach

Successfully uploaded attachments will appear in the table below. Follow steps 1 through 3 to add additional attachments.

Attachments Ready for Submission

NO #	ATTACHMENT TYPE	ATTACHMENT NAME	VIEW	DELETE	DATE UPLOADED
1	Offeror Form 1217- Lessor's Annual Cost Statement	Form1217.pdf			07/25/2019

Back

Save Page

Exit Offer

Submit Offer

Help Resources Available

- The RSAP team at GSA:
 - Handles all questions about the platform
 - Addresses any technical issues that arise
- Help documents are available to all offerors on our website
- Help videos will be available soon

RSAP Help Documents/Videos and Frequently Asked Questions

Registration

[How to Register for Lease Offer Platform](#)

RSAP Overview:

[How to Create and Submit an Offer](#)
[Questions and Helper Text](#)

RSAP Video Tutorials:

Coming Soon...

[Browse RSAP FAQ](#)

GSA Leasing Video Tutorials:

["Breaking Down the Rates" - Intro Video](#)

- [Shell Rent](#)
- [Base Operating Rent](#)
- [Tenant Improvement Rent](#)
- [Building Specific Amortized Capital Rent](#)

Key RSAP Takeaways

- Our client agencies should notice the schedule efficiencies
- Lease Contracting Officers (LCOs) define which projects collect offers via the RSAP and clearly identify those procurements in their solicitations
- RSAP is used to collect initial, revised, and final proposals
 - The RSAP workflow inputs auto-populate GSA Forms 1217 and 1364
 - Offer attachments are also collected via the RSAP (Floorplan, FPLS, etc.)
- RSAP improves the exchange of offer information, reduces offeror errors and omissions, and ultimately creates more efficiency in our leasing processes



Questions?



The Automated Advanced Acquisition Program (AAAP)

AAAP

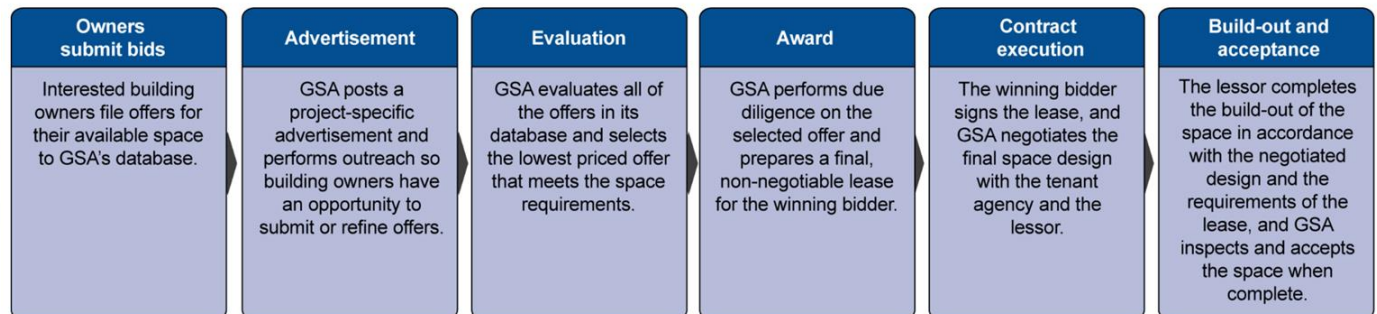
Automated Advanced Acquisition Platform

AAAP is a Unique Program

RSAP Requirement Specific Acquisition Platform



AAAP Automated Advanced Acquisition Platform



Other Unique AAAP Processes...

- Advanced RLP Development
- **Advanced Collection of Offers**
 - Leverage Competition by requiring offerors to submit final proposals
 - *“Submitted offers in the AAAP Application at the end of the Open Period shall be considered ‘final proposal revisions’ by the Government.” (RLP Section 3.02)*
 - *“The Government intends to evaluate proposals and award a lease without discussions with offerors, except clarifications as described in FAR 15.306a. Therefore, the offeror’s initial proposal should contain the offeror’s best terms from a cost or price and technical standpoint.” (Solicitation Provisions, Alternate II)*

Other Unique AAAP Processes...Project Specific

- Advanced RLP Development
- Advanced Collection of Offers
- **Project Specific Advertisement**
 - Your delineated area
 - The range of ABOA square feet needed
 - The Tenant Improvement Allowance and Building Specific Amortized Capital needed for both new and incumbent offers
 - Can include your Go/No-Go Criteria

Other Unique AAAP Processes...Present Value

- Advanced RLP Development
- Advanced Collection of Offers
- Project Specific Advertisement
- **Automated present value evaluation to identify lowest price offer**

Other Unique AAAP Processes...Due Diligence

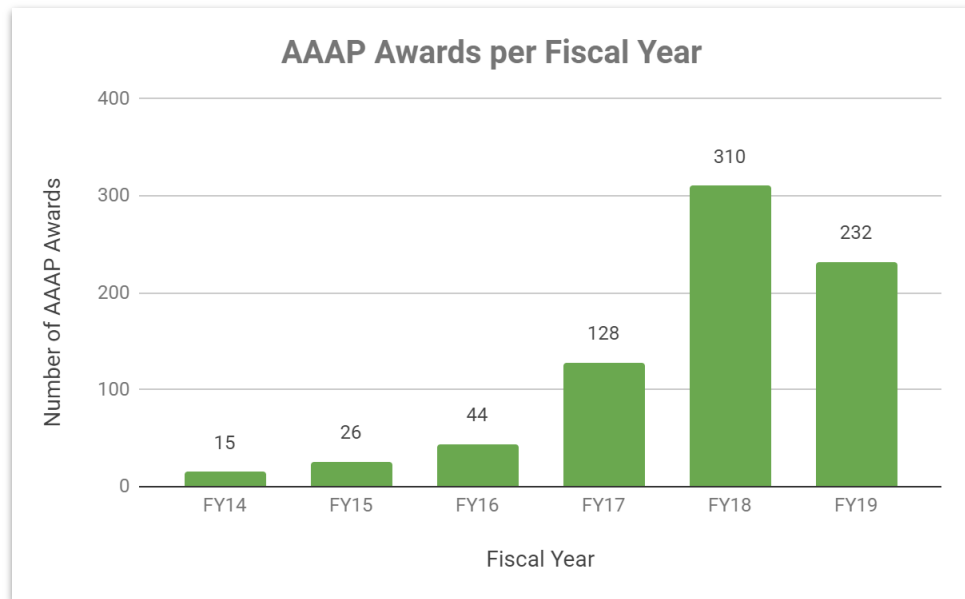
- Advanced RLP Development
- Advanced Collection of Offers
- Project Specific Advertisement
- Automated present value evaluation to identify lowest price offer
- **Streamlined Due Diligence process**

Other Unique AAAP Processes...Tours

- Single Building Tour
- Multiple Building Tour
- [Leasing Desk Guide 22](#)

Why are we using the AAAP?

- Traditional (in-house) - RSAP option
- Traditional (broker) - RSAP option
- AAAP



Finding the Right Fit

- Is it the AAAP or something else?
 - Restrictive delineated area
 - Inventory doesn't exist to meet certain elements of your requirement
 - Consider changing something to enhance competition or fit with the market
- How will shifting procurement methods change the outcome?

AAAP Benefits

- Reduced Lease Cycle Time
- Streamlined Procurement Planning
- Improved Supply
- Competitive Pricing
- Improved Customer Satisfaction
 - On scope
 - On time
 - On budget
- Efficient Interaction with GSA

LOP: AAAP & RSAP Resources

Our website: lop.gsa.gov

Our email: lop.manager@gsa.gov

The screenshot shows the GSA's Lease Offer Platform (LOP) homepage. At the top left is the GSA logo. At the top right are links for [LOP HELP](#) and [REGISTRATION](#). The main heading is "GSA's Lease Offer Platform". Below this is a paragraph explaining the LOP: "The **Lease Offer Platform (LOP)** provides the opportunity for building owners and building owner representatives to electronically offer building space to the Federal Government. The offer submission process is completely web-enabled, allowing all registered participants to submit and update offers for lease space to the Federal Government within specified timeframes, in response to a Request for Lease Proposal (RLP) package. The **Lease Offer Platform** consists of the:"

Below the paragraph are two colored boxes with instructions and bullet points:

- Automated Advanced Acquisition Platform (AAAP)**
CLICK HERE to login, learn more, and enter an offer for AAAP if:
 - You are responding to an ad that specifies the AAAP as the procurement methodOR
 - You want your offered space available for any current or future government requirements tasked to the AAAP
- Requirement Specific Acquisition Platform (RSAP)**
CLICK HERE to login, learn more, and enter an offer for RSAP if:
 - You are submitting an offer in response to a unique Request for Lease Proposals (RLP), issued for a specific agency requirement (not AAAP)AND
 - The RLP requires offers to be submitted through the RSAP application

lop.gsa.gov

Thank you for joining us today for a discussion on
GSA's Lease Offer Platform



Sophie Holmes

sophia.holmes@gsa.gov

(202) 394-9572



Heather Weaver

heather.weaver@gsa.gov

(202) 320-9564

Questions/Comments



Join us for our upcoming Virtual CES sessions

eRETA Digest

Tuesday, March 10th 2020 1pm-2:30pm Eastern [Register Now!](#)

Exploring the Capital Planning and Budgeting Process

Thursday, March 19th 2020 1p-2:30pm Eastern [Register Now!](#)

SAVE THE DATE!!!

PBS Customer Forum

***June 25, 2020 @ GSA Headquarters
Washington, DC***

PBS Customer Forum 2020



Watch us on  **YouTube**

[Bookmark and binge watch all your favorite CES sessions!](#)

www.gsa.gov/ces

clienrichmentseries@gsa.gov